



Employee Appraisal System (EASy) Submit Appraisal with Electronic Signatures Quick Reference Guide

*Staff members will need to use the electronic signature for documents and evaluations once the principal has marked the document viewable. Below is a list of steps guiding staff members through the process:

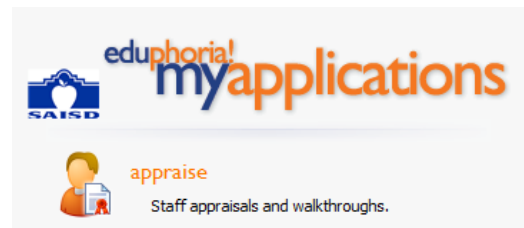
Step 1:

Login at <http://eduweb.saisd.net> using your District username and password (ex. If your District email is scorrea2@saisd.net, you will login using scorrea2)

The image shows the "SchoolObjects" login screen. It features the "eduphoria! SchoolObjects:" logo at the top. Below the logo, it says "Enter your username and password to begin." There are two input fields: "Username:" and "Password:". At the bottom, there is a green "Login" button with a right-pointing arrow.

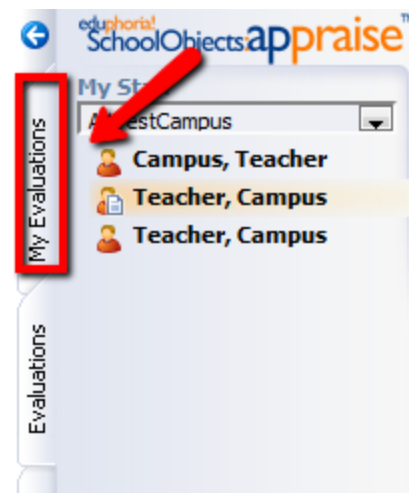
Step 2:

Once logged in, click Appraise



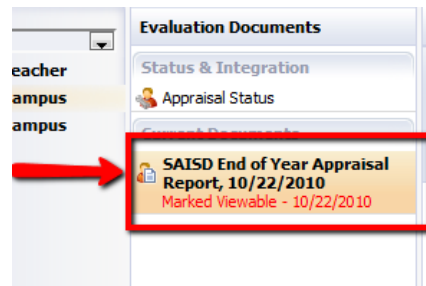
Step 3:

Click on My Evaluations Tab



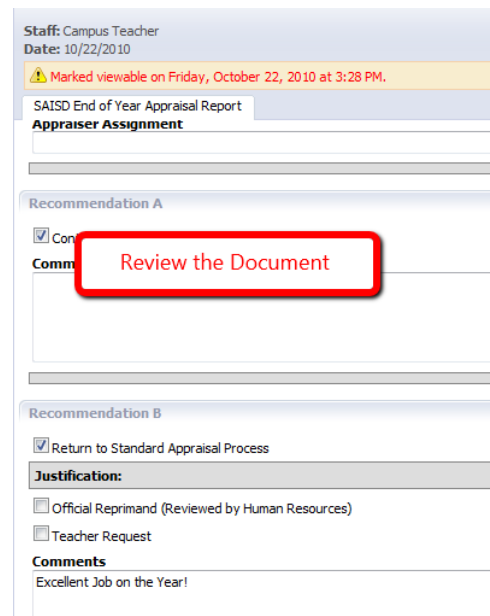
Step 4:

Click on the available Document



Step 5:

View the Document



Step 6:

Click the Electronic Signature Icon and follow the instructions on the pop-up screen

